

Position Description for Gardener

BASIC FUNCTION OF POSITION

Responsible for performing all aspects of grounds maintenance to include maintaining lawns, gardens, shrubberies, clean ditches & roof gutters and water treatment of swimming pool in AIT residential units and residential common area.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Accomplishes all aspects of gardening services to include planting and maintaining lawns, gardens, flowers, plants, and shrubs in AIT compound and residential properties. Prepares soil and plants, cultivates, fertilizes, waters, sprays, prunes, and transplants shrubs, trees, flowers, and flowering plants to present the most favorable display/presentation. Sprays outside areas with insecticides on a periodic basis to control insects and disease. 90%

Prepares potted or cut flowers for indoor uses or displays and prepares potted plant for presentation to each new arrival. Performs other duties as directed in support of the overall maintenance effort. 10%

Other duties as assigned.

QUALIFICATIONS REQUIRED

Education: Completion of high school is required.

Prior Work Experience: Two years of gardening experience is required.

Post Entry Training: SHEM Program

Language Proficiency: Level I (Rudimentary) oral English and Level II (Limited) Chinese required.

Job Knowledge: Must possess good knowledge of herbicides and their application, soil/plant life, diseases, insects, and their treatment as well as a good knowledge of all aspects of gardening services.

Skills and Abilities: Possess skill to independently determine the best type of plant, flower, or shrub for specific locations as well as determine proper treatment for disease and/or insect infestation. Must possess ability to perform manual requirements associated with gardening services.

POSITION ELEMENTS

Supervision Received: Direct supervision is provided orally by the Gardener Supervisor, AIT-105. Work is checked by supervisor for quality and conformance with guidelines/directives.

Supervision Exercised: N/A

Available Guidelines: Gardening Manuals, Commercial Brochures, and Manufacturer's Handbooks

Exercise of Judgment: Exercises own judgment while analyzing specific plant diseases or insect infestation to determine appropriate chemicals or method of correction. Also exercises judgment in the handling, use, and operation of gardening powered equipment bearing the possibility of injury.

Authority to Make Commitments: None

Nature, Level and Purpose of Contacts: With supervisors in regard to work assignments.

Time Required to Perform Full Range of Duties after Entry into the Position: Three months